

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The fire chief is directly responsible for the organization and administration of the department, for records keeping, for public relations, for care and maintenance of buildings and equipment, and for supervision of all paid and volunteer employees of the fire department. The chief is also responsible for directing all fire suppression and fire prevention operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently in handling all designated responsibilities and is accountable to the Fire Board of Commissioners of St. Tammany Fire Protection District #4.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department; sets management policies, goals, and objectives for the department; determines how operating units of the department should be organized, along with number and distribution of such units; plans, organizes, assigns, and directs departmental operations with respect to equipment, apparatus, and personnel; coordinates the work of the department with related federal, state, and local agencies. Gathers information to be used in compiling budgets; recommends the purchase of equipment and supplies.

Reviews departmental correspondence and takes action required, either by personally answering correspondence or by assigning correspondence to appropriate subordinate for reply; provides for and insures that accurate departmental records such as personnel records, records of activity, or inventory records are maintained; supervises the preparation and maintenance of departmental records and reports; personally completes all forms and records required; writes narrative reports such as reports on operations, fire department statistics, trends, requests, proposed legislation, or local ordinance changes. Responds to all alarms for major emergencies which might result in serious loss either to life or property; responds to all other alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate; supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing

emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties; takes charge of all safety procedures at the scene of a fire or emergency; participates in handling emergencies involving hazardous materials.

Maintains a public relations program.

Develops and implements personnel recruitment and selection programs; supervises department employees by inspecting appearance of equipment or personnel, assigning work or duty areas, assigning work schedules, approving leave, evaluating work performance of subordinates, providing assistance to subordinates in technical areas of work, resolving employee complaints and grievances; maintains discipline among employees of the department; writes employee evaluation reports.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction, especially those believed to be the result of carelessness or the act of an arsonist, and reports all such fires to the State Fire Marshal as provided by law; personally performs the following actions at the scene of a suspected arson fire: secures the scene to prevent removal or damage of arson evidence, collects and labels evidence, assists law enforcement personnel who take charge of evidence and investigation of arson fires.

Supervises the general care and maintenance of departmental alarm and signaling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; personally tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards; investigates all accidents involving department equipment or personnel; determines cause; formulates procedure to avoid future accidents.

Performs any related duties required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have at least ten (10) years of experience in firefighting.

Must have as a minimum an Associate Degree in Fire Science Technology.

Provide documentation verifying at least five (5) years experience in fire department supervision at the minimum rank of Fire Captain.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Before appointment, must pass an appropriate job-related physical agility test designated by the appointing authority.

Certification examinations must be taken at least 30 days prior to the end of a working test period.